STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JUNE 25, 2003

ATTENDEES:

Jim Weber, Chair	Christina Acree	Steve Adams
Dennis Bax	Rich Beckwith	Karen Boeger
Jim Branson	Chip Byers	Carolyn Cook
Todd Craig	David Crain	Lew Davison
Kay Dinolfo	Gary Eggen	Jeff Falter
Jan Grecian	Cliff Gronauer	Jill Hansen
Russell Helm	Gary Lyndaker	Carl Medley II
Gail Morris	Scott Peters	Raymond Pope
Jearl Reagan I	Cindy Renick	Tom Robbins
Jim Roggero	Brenda Sessions	Tom Stokes
Debbie Tedeschi	Jane Thompson	Barry Vansant
Mike Wankum	Gail Wekenborg	Tony Wening
Brenda Wilde	Scott Willett	Paul Wright
Doug Young		

Jim Weber opened the meeting at 8:35 a.m. at the Department of Natural Resources Building, Roaring River Conference Room.

PRESENTATION

1. Presentation of Project Management Certificates

Tom Stokes presented Project Management certificates to Joe Brenneke, Steven Elliott , Gina Hankins, Gloria Longan, Paula Peters, Danny Metcalfe, Thomas Snodgrass, and Cheryl Tyner. Gina Hankins was honored for receiving the highest score on the final exam.

ACTION ITEM

1. Approval of the May 27, 2003, Information Technology Advisory Board Meeting Minutes

Jim asked if there were changes to the meeting minutes of the last meeting; two minor changes were made. Jim Roggero made the motion to approve the minutes with changes; Cliff Gronauer seconded the motion. The minutes were approved unanimously.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Jim Weber reported that Gerry Wethington was unable to attend today's meeting due to illness. Gerry asked Jim to report that he is still waiting on the FY02 IT budget figures from some agencies. Jim asked the agencies who have not submitted this information to OIT to do so as soon as possible. If he does not receive the requested information, he will have to revert to using FY96 information. Gerry will email the new costing information as soon as he receives all input from the agencies. A special meeting will be scheduled, if needed to decide if the elected officials and judiciary should share the costs, or if the costs should be divided only among the state agencies. Gerry is also willing to wait until the July meeting to discuss but this would mean agencies would not receive the bill until after the July 30th ITAB Meeting. Scott Willett stated he did not have the actual cost figures yet, but it would include salaries for four positions plus fringe benefits. Gail Morris suggested that OIT provide a justification for the increase so that this information could be provided to the department directors upon request. Scott agreed to provide an explanation with the agency cost figures.

ITAB Chair Update (Jim Weber)

- ITAB Vice Chair Appointment - Mary Willingham has consented to be the Vice Chair for the remainder of this calendar year. A regular election will be held in November to elect a Vice Chair for 2004.
- Review of Action Items from Previous Meeting –Jim reviewed the action items from the previous meeting. He will check with Don Lloyd to ensure the Privacy Committee received the NASCIO guidelines from Gerry. With the exception of the submission of the IT costs from the agencies, all other action items have been completed.
- Committee Reorganization and IT Reengineering – Jim reported that Carolyn is working on obtaining a list of committees and their members. Once this is completed, it will be placed on the OIT website. He reminded the committees to submit their member roster to Carolyn if they have not already done so. Jim would like to reorganize the committees into four or five major committees with the remaining committees becoming subcommittees. After the Operational Business Planning Meeting, which will be part of the October ITAB Meeting, we want to consider which committees and subcommittees are necessary to support ITAB. Industry best practices and the state's architecture will be utilized to determine the direction the state should be moving towards. Based on these determinations, templates and guidelines will be provided for the agencies to work toward.
- Searchable Minutes and Catalog of Policies and Standards – Jim stated that he would like to provide the ability to search all ITAB minutes by key words and/or phrases. He would also like to catalogue the policies and standards to include the ability to search and retrieve on demand. He has asked Mary Willingham and Kay Dinolfo to work with Tom Stokes and Debbie Tedeschi on this project.
- Increasing Business Knowledge of ITAB Members – The purpose of this goal would be to increase the ITAB Members' knowledge of critical state business processes such as the budget, legislative process, strategic planning, etc.
- ITAB Members' Bios - Jim requested that all ITAB members provide their bios to Carolyn, which will be displayed on the OIT website in the Members Only section. He is considering including pictures at a later time. The bios are due to Carolyn in two weeks.
- Development of an ITAB Logo and Motto – Jim stated he would like to develop a logo and motto for ITAB. He asked the members to email any ideas or suggestions for a logo to Carolyn prior to the next meeting. After the logo has been selected, work will begin on the motto. He suggested everyone to use the following website http://www.stelzner.com/index2.html as a reference.
- ITAB Calendar – Jim asked the group if they were interested in continuing the posting of the ITAB calendar on the OIT website. The calendar was originally created to list ITAB Meetings, committee and subcommittee meetings, IT conferences, due dates, etc. After a discussion, it was agreed that only the meeting dates for ITAB, conferences such as NASCIO or other special meetings would be listed. .
- Miscellaneous Items – A replacement is needed for Rex Peterson on the Architecture Review Committee. Anyone interested should contact Bob Meinhardt or Jim Weber. ITAB Meeting minutes will be sent out two weeks prior to the meeting to allow more time for review and completion of action items. A request for agenda items will be sent out one week prior to the meeting date. The actual agenda will be sent out on the Monday prior to the meeting. Both an electronic and paper copy of any handouts or presentations for the ITAB Meeting should be sent to Mary Luebbert in OIT. This will assist OIT in maintaining records of the ITAB Meetings.
- Electronic Records Presentation – Robert Horton, Minnesota State Archivist, is tentatively scheduled to speak to the ITAB Members on September 16th from 8:30 a.m. - 12:00 p.m. Prior discussion had included the possibility of moving the September ITAB Meeting to this date and making it an additional all-day meeting. Jim, Jill and Gerry will work on getting this event scheduled and will notify everyone of the confirmed date and location at the July meeting. .

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update (Bob Meinhardt/Scott Willett)**

   Scott gave a report on the Architecture Review Committee in Bob Meinhardt's absence. He reported that Mary Luebbert will be scheduling the next meeting during the first half of July. By the next Committee meeting,

there will be some searchable areas under architecture. They may have a presentation for the July ITAB Meeting.

- Architecture Technical Committee – Scott stated the purpose of this Committee is to advise the ARC on technical issues.
- E-mail SWAT Committee (Carl Medley II/Scott Willett) – Scott stated this Committee is addressing the issue of the state's email systems. Carl Medley stated the architecture process for the email system is probably the most difficult because it affects every agency. The state currently has three platforms on which the majority of its email systems run. This Architecture Committee's charter was to create a set of architecture templates relating to the technical aspects of email systems. This Architecture Committee meets weekly to work on the various architecture templates. After the architecture templates are created, the same Committee will continue work by creating a business case and impact analysis for a centralized email system. Once the central model is created, the Committee will continue to analyze other possible options for meeting the business needs, including costs associated with each option. The Committee sent a survey to the ITAB members requesting information on their current email systems. The responses are due back tomorrow. The Committee may begin contacting the agencies that have not responded in order to provide guidance or assistance in answering the survey. The second phase of the project will include focus group efforts aimed at further defining the business needs from an organizational perspective. The team will review the benefits and dislikes of the current email and calendaring/scheduling systems, along with determining what customers/users would like to see in future systems. The Committee considers themselves as an information gathering body for the purpose of providing ITAB with the necessary tools to make a decision. They will be working with vendors throughout the process to provide insight and knowledge of product licensing and technical functionality.
- GIT Committee – This Committee was originally named the GIS Committee. The two assets to be presented to the ARC are the definition and description of the information domain and all associated items with the GIT discipline.
- Infrastructure Domain Committee – This Committee was originally scheduled to begin meeting in June, but the date has slipped. More information on this Committee will come later.
- Integration Domain Committee – This Committee was also scheduled to begin in June, but again the date has slipped. More information will come later.
- Security Domain Committee – Scott stated this Committee has 21 technology areas left to do. They are working from a prioritized list and submitting them to the ARS for review.

Jill asked when the next meeting of the Email Committee would be held. Jan will check with Gerry on the status of the next meeting.

2. **Digital Government Committee Update (Lew Davison/Ron Thomas)**

Lew Davison reported there was no update for this group at this time. The Committee is regrouping and working to redefine its vision and develop a new strategy.

- Application Development Subcommittee (Jim Roggero/Pat Brooks) – Jim Roggero reported this Subcommittee is working to schedule a meeting.
- Credit Cards Subcommittee (Scott Peters) – Scott Peters reported that this Subcommittee has met electronically. The members were provided with a copy of the credit card RFP to review. Agency reviews were held from June 9 - 20. RFP is scheduled for release on July 14 and responses are due back on August 7. The award will be announced on September 15. The survey that was conducted was very helpful in identifying the agency needs. The information has been sent to FMAC.
- CRM – Jim Weber reported that this Subcommittee is still in need of a chairperson.
- Digital Certificates Subcommittee (Todd Craig) – Todd Craig stated the Subcommittee has drafted a charter and is waiting to review with the large group.
- Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – Kay Dinolfo reported there was no update on this Subcommittee.

3. **HIPAA Committee Update (Gary Lyndaker/Scott Willett)**

Gary Lyndaker that this Committee has not met for some time and has no outstanding issues to address. He suggested the group move to inactive status until the April timeframe when the last due date has passed. At that time if no issues arise, the Committee will disband. This status change was accepted by the ITAB.

- MO HIPAA Committee (Dean Williams/Scott Willett) – This Subcommittee was formed to address the statewide issues relating to HIPAA. The focus of this group is more on business processes, not only technical issues. Its purpose is to coordinate activities relating to HIPAA among the agencies.

4. **IT Cost Committee (Mary Willingham)**

Mary Willingham distributed a document listing the new IT codes. She noted that one of the new object codes is the IT Outsourcing, as opposed to IT Consulting and Services. This will provide a clearer division between outsourcing and consulting. There are also three separate codes relating to software, which are purchase, maintenance and leasing. Use of the new object codes is mandatory; however, the use of the sub object codes is optional based on the agency's needs. If the agencies want to promote particular codes for more widespread use, they should let Mary know. She plans to meet with Gary following this meeting to discuss how to assist the agencies in using these codes. She asked the ITAB members to pass on this information on the object codes to the appropriate individuals in their agencies. She thanked the FMAC community for their support of the Subcommittee members. She also thanked the Subcommittee members. She recommended the Committee disband since their objectives have been completed.   She noted that some changes were made recently to the Fixed Asset System's Data Warehouse tables.

5. **Mentoring Committee Update (Tim Dwyer) – No Update**

6. **MOTEC Update (Jime/Weber/Paul Wright/Tom Robbins)**

Jim Weber stated that Paul Wright will become the chair of this Committee effective July 1st; Tim Dwyer will be the Vice Chair. The Committee is working to finish the FY03 billing. The Steering Committee will establish its goals for the coming year in the July meeting.

7. **Personnel Committee (Chris Wilkerson) – No Update**

8. **Prime Vendor Oversight Committee (Jeff Falter)**

Jeff reported the Committee is working to reorganize its membership.

9. **Privacy Committee (Don Lloyd/Scott Willett) – No Update**

10. **Project Management Committee Update (Jim Roggero/Tom Stokes)**

Jim Roggero reported that the Committee's next meeting is scheduled for July 25th at 10:00 a.m. This will be an all-inclusive meeting, which includes all Subcommittees. The meeting will focus on cost benefit and MOVAP review. Tom Robbins reported the Project Management Practicum has been meeting regularly. They have received input from James Stepp, Project Management instructor. They are also receiving assistance from Robin Gibson of OSCA, who is serving as mentor for the group. He noted they are considering the start of another group in the near future.

- Cost Benefit Approach to State Government Subcommittee (Dennis Bax) - Dennis Bax stated the MOVAP approach was approved at the last meeting. The next step is for Gerry to meet with OA Budget and Planning and the House and Senate Appropriations staff. The Subcommittee is prepared to participate when the meeting occurs. MOVAP was included in the Missouri Digital Government Summit last week. He noted that several have asked for a copy of MOVAP draft. They are going through the discovery questions to ensure it is consistent with the final list of object codes and the MOVAP approach.

- Performance Measures Subcommittee (Paul Wright) - Paul Wright stated the Subcommittee is drafting the Performance Management process for Missouri. The draft will be presented at the Project Management Committee meeting in July.
- Project Oversight Subcommittee (Gary Lyndaker/Bob Ordway) - Gary Lyndaker stated that on the OIT website there are published two documents: Project Oversight Administration and Project Oversight Processes and Templates. The Subcommittee is currently reviewing the current oversight practices and what is documented. These will be reworked and simplified to one level of oversight. OIT will present the revised documents to the Project Oversight Subcommittee for review and feedback. The methodology will be reviewed for oversight costs and resource requirements. They will also review the strategy for conducting training and education. The oversight model may be automated.
- Risk Management Subcommittee (Scott Peters) – No update

11. Security Committee (LTC Tom Smith)

Gail Morris provided the update for the Security Committee in the absence of LTC Tom Smith. Several workgroups have been established to work on issues from the Cyber Security Committee (related to the Homeland Security Council). Some have already been approved by ITAB. One group will coordinate the CyberSecurity website, which was presented by this Committee at a meeting earlier this year. State Information Infrastructure Protection Center is working on policies and procedures. One area approved by Homeland Security was the Computer Emergency Response Team (CERT) but no funding was available. The team is looking at putting together a volunteer group from the various agencies. They are reviewing criteria for activating the team, the actions that would be taken and necessary training. Security Awareness Training was approved by ITAB, to which the National Guard has committed 1800 users. In addition, at least one other agency has committed approximately 2000 users. Any questions can be directed to either Gail or Tom. A Jefferson City chapter of the InfraGard was approved at the June 23 meeting in Washington, DC. The Jefferson City chapter will focus on local issues. Any other agency that would like to participate in InfraGard should contact Gail or Tom to apply. The Joint User Interoperability Communications Exercise (JUICE) will hold an in-briefing on July 7th from 10:00-11:30 at SEMA EOC. This will include both federal and state agencies. Gail will forward information to Mary Luebbert for distribution.

12. User Group Coordination (Rich Beckwith)

Rich Beckwith asked for direction for his Committee. There appears to be a small number of user groups active. Jim asked for Rich to develop a template/survey to send to the ITAB members to determine the user groups the agencies participate in. Rich will bring the results back to ITAB.

COLLABORATIVE EFFORTS

1. Internet/MOREnet Update (Tony Wening)

Chip Byers reported that MOREnet is continuing the installation of an OC12 tier Internet backbone. Their RFB is on the street. Any agencies interested in utilizing their streaming service should contact them. There is no charge for this service.

2. Network Management Consortium Update (Jim Roggero/Jill Hansen)

Jim Roggero stated the next meeting is scheduled for July 10th at 10:00 a.m. and will focus on the charter, efficiencies, and operations. The cost relationship in the network area is driving agencies to review efficiencies and capabilities more closely.

3. Statewide Purchasing Update (Gary Eggen/Karen Boeger)

Gary Eggen distributed a copy of the project log. He will plan to distribute these electronically prior to the next meeting. The Prime Vendor Contract has been awarded to WWT, with a five percent administration fee instead of the previous six percent. The ability to get a warranty, warranty upgrades and extended warranties was included. WWT will be providing enhancements to its website. The new contract is not in effect until July 1st.

4. **Technology Services Update (Gail Wekenborg)**

Gail Wekenborg reminded attendees that the State Data Center Steering Committee will be meeting tomorrow afternoon at 1:30 p.m. to approve the CAP that was presented in May. The Telecom rates will be sent out to SETAC for approval if their cost allocation plan is approved on Friday. The Internet rates will be presented in July for approval by ITAB.

5. **MO GIS Advisory Council (Jeff Falter)**

Jeff Falter reported that this group meets monthly to discuss and coordinate GIS issues within the state. It is comprised of 50 percent state members and 50 percent local government members. The Council holds and coordinates the state GIS Conference each spring. They oversee the operations of the Missouri Spatial Data Information Services (MSDIS) at the University of Missouri. MSDIS is a web-based warehouse of mapping databases available to the public and may be accessed at http://msdis.missouri.edu/. One of the major projects currently being worked is the Homeland Security GIS Action Plan. This plan is based on the web-based GIS application called MERGIS (Missouri Emergency Response GIS System). They hope to have this plan completed in a few months. Gerry Wethington has reviewed the plan and provided his comments. Jeff will demo MERGIS at the next meeting.

OPEN DISCUSSION

*   Jan Grecian thanked all the participants in the Digital Government Summit held last week. She requested feedback from the attendees to determine if the summit was worthwhile. Jim Weber stated he had received good feedback from others that he had spoken with at the summit. Jan noted that the summit did not charge state employees to attend.
*   Jill Hansen questioned if the policy on software piracy that was adopted January 29th was in effect. Tom Stokes stated he was waiting to hear from Gerry on implementation. When the policy is implemented, Gerry will issue a letter to the IT Directors, stating the policy and asking them to develop standards within each agency. The due date will be six months from the date of the letter from Gerry. The OA General Counsel has reviewed and approved the document. Upon receipt, the IT Directors should review the document with their General Counsel and adopt their own individual policies. Tom Stokes noted this policy was not just IT related, but was also business related.
*   Gary Lyndaker asked for an update on business continuity and disaster recovery planning for the state. Scott Willett stated the Business Continuity Committee presented a plan to the Missouri Homeland Security Council. It contains the Executive Order that says the state will have a business security strategy and that each agency will participate in that process. Scott will forward an electronic copy of the report to the ITAB Members. The Committee is waiting on the signing of the Executive Order and funding.

REVIEW OF ACTION ITEMS

1. Agencies to submit FY02 IT cost for Personal Services and Expense & Equipment to Scott Willett/OIT.
2. Scott Willett/OIT will submit CAP and "justification" to ITAB Members for increased funding required for OIT.
3. ITAB Members to email Bios to Carolyn Cook at carolyn_cook@mail.dor.state.mo.us.
4. ITAB Members to email suggestions for ITAB logo to Carolyn Cook.
5. Committee chairs to submit member rosters to Carolyn Cook if they have not already done so.
6. Debbie Tedeschi/Kay Dinolfo to provide status report on providing ability to search ITAB minutes by key words and/or phrases.
7. Gerry to review status of scheduling the next Email Committee Meeting.
8. Rich Beckwith to develop survey/template to send to ITAB Members to determine active user groups. Upon receipt of survey, ITAB Members to submit requested information to Rich.
9. Scott Willett to forward electronic copy of the Report of Business Continuity Committee from Missouri Homeland Security Council to the ITAB Members.

NEXT MEETING

The meeting adjourned at 11:25 a.m. The next ITAB Meeting is scheduled for **July 30, 2003 at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, Missouri.**

JLW/cc